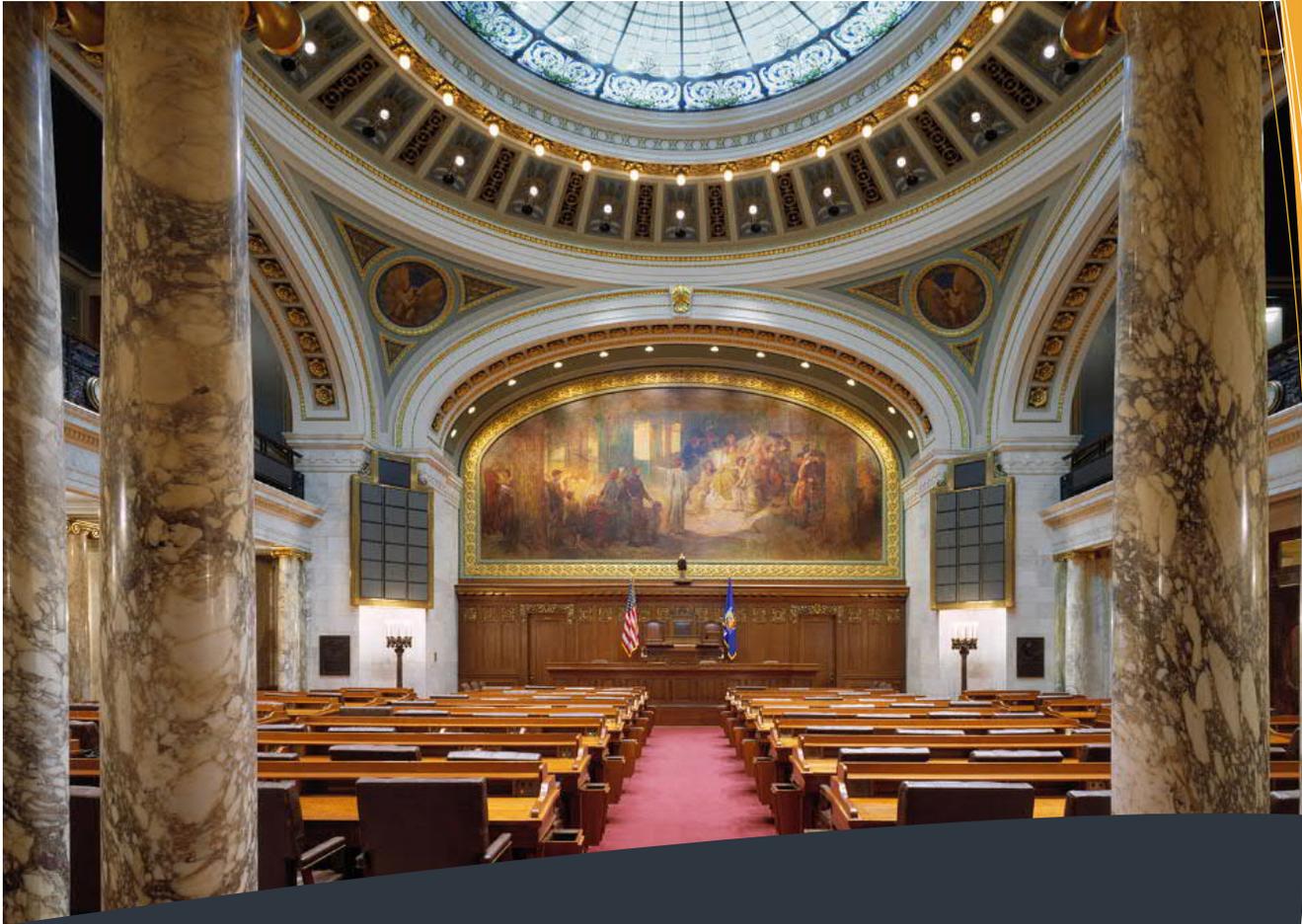


Wisconsin State Legislature



Legislative Technology Services Bureau

Guide to Legislative Technology

Legislative Technology Services Bureau

About Us

The nonpartisan Legislative Technology Services Bureau (LTSB) provides and coordinates information technology services to the Wisconsin Legislature. These services include office automation (email, file services, printing, internet access, etc.), technical support, training, custom software development, cybersecurity, and more.

Our Teams

LTSB is organized into five teams:

Administration

Responsible for all the administrative functions of LTSB; including bureau management, project management, strategic direction, technology purchasing and budget tracking, hardware and software inventory, business analysis, and workflow automation.

Enterprise

Responsibilities include administration of the Legislature's network, servers, file storage, backup systems, databases, email, and cybersecurity.

Geographical Information Systems

Provides advanced mapping and GIS services, including legislative and congressional redistricting, custom and interactive map services including data visualizations suitable for the web or print.

Software Development

Creates, enhances, and supports custom software for the Wisconsin Legislature including the bill drafting system, the voting systems, constituent management, many legislative websites, and more.

Technical Services

Answers technical questions, provides training, and solves problems with legislative supplied hardware and software. Provides computer support while the Assembly and Senate are in session.



CONTACT INFORMATION

From the Capitol:

7-9528

or

267-9528

Toll-Free:

1-877-435-7165

tech.support@legis.wisconsin.gov

<https://LTSB.wisleg.root.local>

LTSB's Mission

LTSB strives to provide outstanding customer service and information technology services to the Wisconsin Legislature in the most cost-effective manner.

This includes supporting existing technologies, adopting innovative technology solutions, and completing projects that improve the legislative experience.

LOCATION

LTSB is located on the 6th floor of the US Bank Plaza

**1 S Pinckney St
Suite #615**

HOURS OF OPERATION

Monday - Thursday

7 AM - 5:30 PM

Friday

7 AM - 5 PM

Emergency on-call coverage

24 x 7

Legislative Software

Forward

Forward is a constituent contact management application specifically designed and maintained for the Wisconsin Legislature. Various data sets can be imported into your database by LTSB. Forward allows you to generate walk lists, mailing labels, perform mail merges, and perform geographic searches.



The Wisconsin Legislature offers a variety of software customized for use by legislators and legislative staff.

LTSB maintains, supports, and offers training for these and other applications.

For training information, visit:

<http://trainingregistration/>

Legislative Documents

Legislative Documents (<https://docs.legis.wisconsin.gov>) is a website that provides access to all legislative documents.

This includes the following information about the current and past sessions; bills, resolutions, amendments, acts, bill histories, floor calendars, journals, committee records, weekly schedules, veto messages, and indices for acts, proposals, authors, and journals.



ComClerk

ComClerk aids committee clerks in preparing documents required for clerking a committee. The information recorded into ComClerk is used by the Chief Clerks, the Wisconsin Legislative Notification Service website, and the Committee Schedule website.



Microsoft Office

The computers in the Wisconsin Legislature are provided with Microsoft Office, which includes Outlook, Word, Excel and PowerPoint for use by legislative offices.



Legislative Web Services

CapIO

<https://capio.wisleg.root.local/>

CapIO is a website used by legislative personnel to record their time and to print timesheets. Staffers are required to have their timesheets signed by their legislator before submitting them to Human Resources.

InSession

<https://insession.legis.wisconsin.gov>

The InSession website displays real-time session information: daily calendar, current item, bill text, amendments, fiscal estimates, memos, and vote results.

Committee Schedule

<https://committeeschedule.legis.wisconsin.gov>

The Committee Schedule website publishes scheduled committee activities, including meeting notices and Weekly Schedules.

Notify

<https://notify.legis.wisconsin.gov>

The Wisconsin Legislative Notification Service allows subscribers to follow legislation by receiving daily or weekly emails for specific legislative activities.



Your Digital Office

Personal Mailbox

Each legislator is provided an email address in the form of ***FirstName.LastName@legis.wisconsin.gov***.

This is your personal email address for legislative business. It is intended to be used to communicate with others inside the Legislature but can be used to email anyone.

It is included in various internal legislative distribution lists, such as **Legislative Senators* or **Legislative Representatives*.



Public Mailbox

Each legislator is also provided an email address in the form of ***Sen.LastName@legis.wisconsin.gov*** or ***Rep.LastName@legis.wisconsin.gov***.

This is your public-facing email address for communicating with those outside the legislature, such as your constituents. Typically all staff in a legislative office access this mailbox, allowing it to serve as the “office” email address.



Outlook Web Access (OWA)

OWA is a legislative website used to securely access your legislative email when you are not connected to the legislative network.

In any browser, navigate to:

<https://mail.legis.wisconsin.gov/owa>

In the **Domain\user name** field, enter **wisleg** for the domain, followed by your legislative username (eg. wisleg\username). Enter your legislative password in the **Password** field.

Mailbox Permissions

When a staff member joins an office, they will not have access to the legislator’s **personal** mailbox (*FirstName.LastName@legis.wisconsin.gov*) by default.

The staff member *will* have access to the legislator’s **public** mailbox (e.g. *Rep.LastName@legis.wisconsin.gov*), but *will not* be able to send emails from the public mailbox.

If a legislator would like staff members to have access to his/her personal mailbox, or if he/she would like to allow staff members to send emails from the public mailbox, a **Mailbox Permission Request Form** must be completed for each staff member.

This form is available at LTSB’s Legislative Form Submissions website:

<https://lfs.wisleg.root.local/>.

Legislator Web Pages

Each legislative office may create its own personalized webpage using the Legislature's Content Management System (CMS). This simplifies the process of managing and publishing data, allowing legislative personnel to create and publish content without extensive knowledge of web design technologies.

Legislator Detail Pages

LTSB creates a standardized informational webpage for each legislator. It displays detailed information maintained by the Chief Clerks, including office contact information, links to district information, a biography, committee listings, and bills related to each legislator.

File Storage

Files can be stored on the legislative file servers. The file servers are backed up nightly. Files stored on your desktop or laptop's C:\ drive are **not** backed up.

S:\

Each office has its own S drive. Each member of that particular legislative office can access this drive. This is the primary file storage area for individual Legislative offices.

Y:\

Each person has his or her own Y drive. This is a location that only you — the individual — can access.

P:\

Each caucus has a P drive that is accessible by each of its members & their staff.

MOBILE DEVICES

The Technical Services Unit can assist you in syncing your smartphones and tablets to your legislative email.

WIRELESS

LTSB provides encrypted wireless internet access in all areas across the Legislature.

LEGIS-GUEST

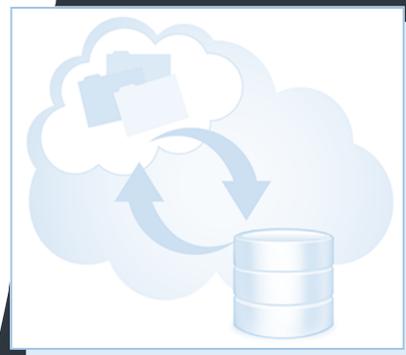
This network provides guest access to the internet—that is, username/password is not required.

LEGIS-INTERNETONLY

This credentialed network provides access to the internet for legislative employees. Traffic speeds are prioritized for users of this network.

WSL

This Legislative network is only available to legislative laptops joined to the Legislature's domain, and will automatically connect those devices to all network resources and the internet.



Mailing Services

E-newsletter Mailings

Each legislative office is provided a **Mailchimp** account, centrally billed and administered by LTSB. Mailchimp has a modern, powerful user interface and provides your office flexibility to build email campaigns and communicate effectively with your district's constituents.

Physical Mailings

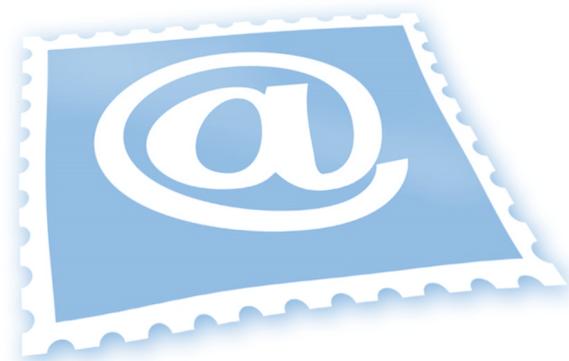
District Saturation Mailings

The Saturation Mailing service is designed to provide legislative offices a cost effective way to send physical mail to their district. Saturation Mailings use USPS delivery statistics to calculate business and residential drops for all Wisconsin state mail carrier routes.

Targeted Mailings

Through **Forward**, LTSB provides CASS (Coding Accuracy Support System) certifications. This certification allows for reduced postal rates for physical mailings. This reduced cost is higher than Postal Patron, but less than first-class postage.

For assistance regarding this feature, please contact the Technical Services Unit at 7-9528.



Graphic Designers

Contact your Chief Clerks Office for information on who your graphic designers are and how they can help you with printed material.

Mail Room

Any questions about the actual mailing rates should be directed to the Capitol Mail Room. They will be able to provide you with quotes based on your mailing type.

Remote Access

Laptops for Legislators

Each legislator is offered a laptop that can be docked to a keyboard, monitor, and mouse when in the Capitol. They come with VPN software so you can access your legislative resources when you're not in the Capitol. Legislative laptops will automatically connect to the Legislature's VPN when they are turned on and connected to the internet.

Virtual Private Network (VPN)

LTSB provides legislative staff the ability to remotely access internal resources by connecting to the legislative network using a VPN client.

The VPN client allows secure, reliable access to internal legislative websites and other resources from personal computers. It also allows staff to remotely connect to their legislative computers in the Capitol building.

Visit <https://LTSB.wisleg.root.local> and click **Remote Access** to learn more.

Outlook Web Access (OWA)

OWA is a legislative website used to securely access your legislative email when you are not connected to the legislative network.

In any browser, navigate to:

<https://mail.legis.wisconsin.gov/>

In the **Domain\user name** field, enter **wisleg** for the domain, followed by your legislative username (e.g. wisleg\username).

Then, enter your legislative password in the **Password** field.

Cybersecurity

Cybersecurity threats continue to increase for institutions and individuals. Risks to the Wisconsin Legislature include damage to public image, interruption of business, data theft, stolen identities, and significant financial impacts.

The first line of defense

To protect the Legislature, LTSB uses state-of-the-art spam-blocking and virus-protection software, advanced firewall technology, and best practices in our management of legislative computer systems.

Hackers constantly attempt to compromise the Wisconsin Legislature's computer network. These attacks come in many forms, such as scanning the Legislature's websites and network for vulnerabilities, sending spam and phishing emails, trying to manipulate legislative offices with social engineering schemes, and attempting to disable our Internet presence with denial-of-service attacks.

Passwords

Your username and password is the key to your legislative account. Having a unique, complex password will not only help keep *your* account secure, it will also help keep the Legislature secure.

Phishing

Be careful browsing the Internet and reading emails. Many spam emails and fake websites look like legitimate correspondence from banks and other institutions. Please contact LTSB with any questions or concerns.

Cybersecurity Website

LTSB created a website to help educate legislative personnel about computer security practices.

To learn more, please visit: <https://cybersecurity.legis.wisconsin.gov/>

Contact Us

Hours

Monday through Thursday 7:00 A.M. - 5:30 P.M.

Friday 7:00 A.M. - 5:00 P.M.

608-267-9528 (Local) 877-435-7165 (Toll-Free)

Technical Services Team

Tech.Support@legis.wisconsin.gov

Software Development Team

Doug.DeMuth@legis.wisconsin.gov

Geographical Information Systems (GIS) Team

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Enterprise Network Team

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Jeff Ylvisaker, Director

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283-1834

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Jeff Ylvisaker

Director



Nate Rohan

Deputy Director